

Blog Training

Inserting PowerPoint slides

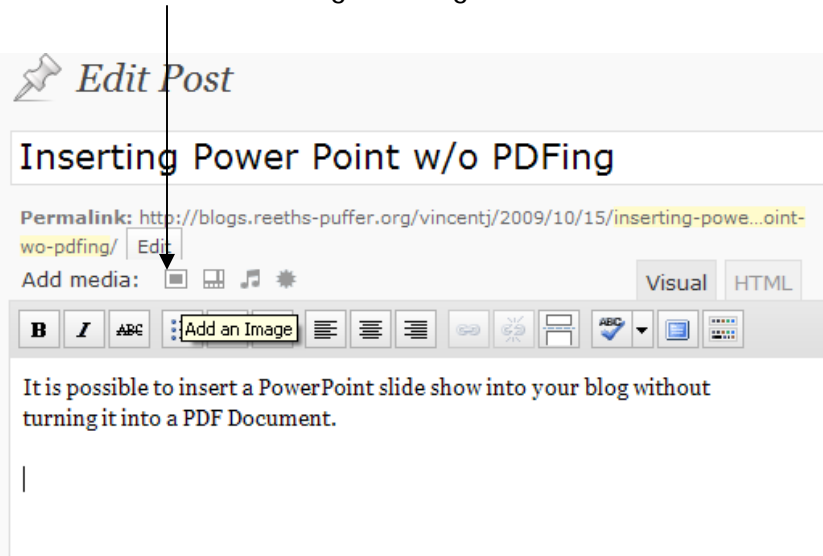
Creating PDF Document using PrimoPDF

Good to Know Info

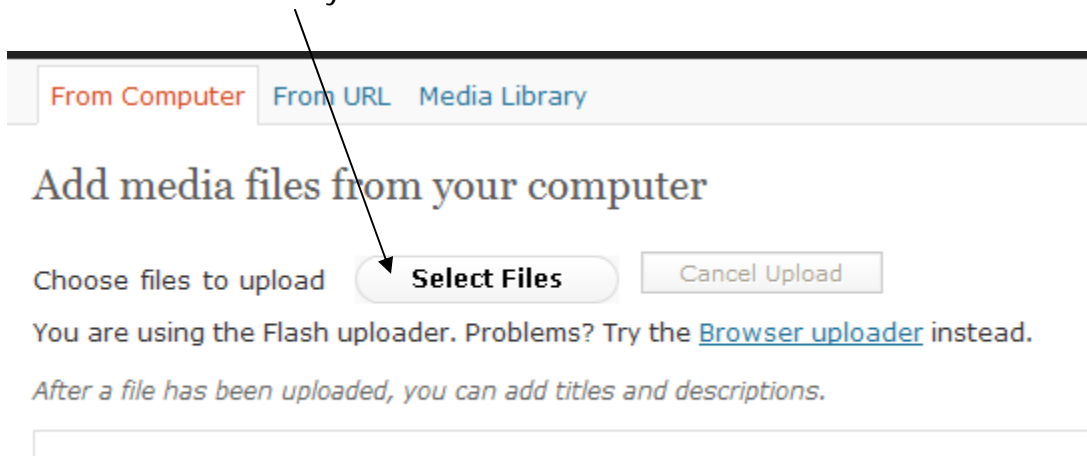
- The following file types can be linked to/inserted into blogs.
jpeg, jpg, png, gif, mp3, mov, avi, wmv, midi, mid, pdf, doc, ppt
- It is highly recommended that doc and ppt files be turned into PDF's before linking them to your blog or webpage.
- We all have Primo PDF installed on our workstations which allows for the creation of PDF documents.

Inserting a PowerPoint Slide Show

1. Begin a new post and add any explanatory text which is needed.
2. Click on the icon for adding an image.



3. Search for the file you want to add




4. Verify Necessary Information is in the Upload Screen and then insert file into post

Add media files from your computer

Choose files to upload

You are using the Flash uploader. Problems? Try the [Browser uploader](#) instead.

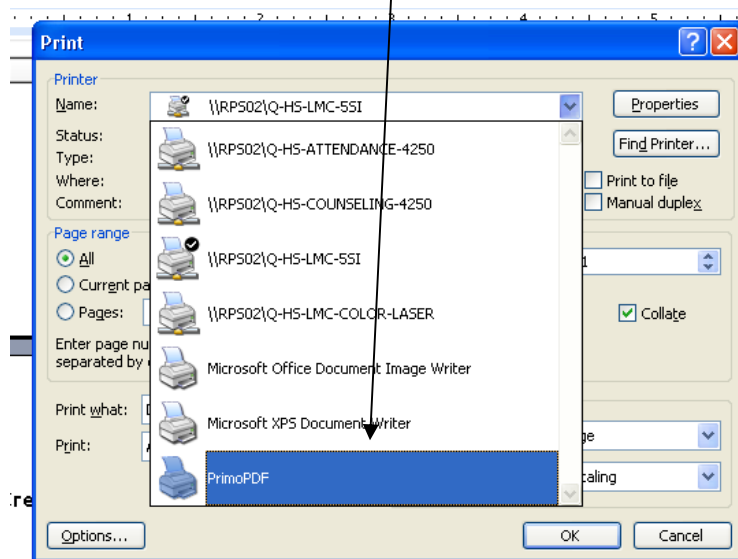
After a file has been uploaded, you can add titles and descriptions.

	Lexile-Presentation.ppt application/vnd.ms-powerpoint 2009-10-15 09:12:33
Title	<input type="text" value="Lexile Presentation"/>
Caption	<input type="text"/>
Description	<input type="text"/>
Link URL	<input type="text" value="http://blogs.reeths-puffer.org/vincentj/files/2009/10/Lexile-Presentation.ppt"/> <input type="button" value="None"/> <input type="button" value="File URL"/> <input type="button" value="Post URL"/>
<input type="button" value="Insert into Post"/> Delete	

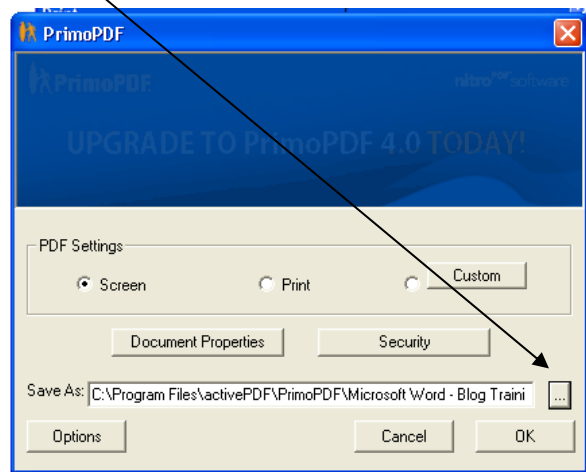
5. Preview Post and if satisfactory, publish post.

Creating a PDF File Using PrimoPDF

1. Open the file you wish to turn into a PDF document.
2. Click on the File option and select **PRINT**.
3. Click on the down arrow to the right of the printer name box and look for the Primo PDF option. Highlight PrimoPDF and click on the OK button.



4. Determine where you want to save the new PDF document. Once you have navigated to that location, click on the Ok button to create and save the new PDF document.



5. You are now ready to link to or insert this document into a blog or a webpage.